



Deputy Clerk Assistant Supervisor

Details

Job ID : 524

Title : Deputy Clerk Assistant Supervisor

Job Code : 851

Salary : \$2,042.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Circuit Court Clerk

Purpose

RESPONSIBLE FOR ASSISTING THE CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES INCLUDING DAY TO DAY SUPERVISORY DUTIES. THIS POSITION EXISTS ONLY IN COUNTIES WITH 50 OR MORE FTE'S AND HAVE MORE THAN 10 FTE'S IN A DIVISION OR SHIFT.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS DEPUTY CLERK I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- MUST BE ABLE TO KNEEL, CROUCH OR CLIMB
- COMMUNICATION SKILLS

Job Preferred Knowledge

- ABILITY TO MULTI TASK AND WORK WITH OTHERS ON COMMON TASKS

Job Duties

- DAY TO DAY SUPERVISION OF DEPUTY CLERKS USUALLY WITHIN A SPECIFIC DEPARTMENT
- ENTRY OF ACCURATE DATA INTO COURT OF JUSTICE CASE MANAGEMENT SYSTEM
- FILE AND RETRIEVE LEGAL DOCUMENTS AND COURT RECORDS
- NOTIFIES COUNSEL OF RECORD/PARTIES AS NECESSARY
- ISSUE DRIVERS' LICENSES AND STATE IDENTIFICATION CARDS
- ASSIST PUBLIC CONCERNING THE STATUS OF COURT CASES
- ATTEND COURT AND SERVE AS A BENCH CLERK
- COLLECT FINES AND FEES AS NECESSARY
- OTHER DUTIES AS ASSIGNED